

# Astley Park School



## Teaching Assistant 1

### Job Description & Person Specification

2024

## Lancashire County Council

### Role Profile – Operational Context Form

**Post title:** Teaching Assistant 1

<b>Grade:</b>	Grade 3	<b>Staff responsibility:</b>	Yes/No	<b>Essential Car user:</b>	Yes/No
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#### **Scope of role:**

Under direction, to support the classroom teacher, mainly concerned with the physical needs of pupils, will have a limited involvement in the supervision of directed set tasks, and care of pupils including those with special needs and in the preparation of resources and classroom organisation but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

#### **Accountabilities/Responsibilities – appropriate for this post:**

##### **Support for Pupils**

- To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility.
- To assist with movement around the school environment and during school activities.
- To assist in the development of independent social skills.
- To assist in the proper use of specialist aids and equipment.
- To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils.
- To accompany pupils on visits.
- To administer basic first aid/paediatric first aid where appropriately trained.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.

##### **Support for the Teacher**

- To assist in preparation of resources and tidying away.
- To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.
- To assist in monitoring, displaying and the removal of work displays.
- To report pupils problems/achievements to the teacher as necessary.
- To undertake photocopying and routine clerical duties.
- To report pupil absence to the school's nominated person.
- To report information from parents/carer as directed.

##### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To attend staff training/meetings where appropriate.
- To work within school policies and procedures.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

- To assist with the supervision of pupils out of lesson times, including before and after school.

### **Support for the Curriculum**

- Ensure the availability of appropriate learning aids, materials and equipment.

**Prepared by:**

Schools HR Team

**Date:**

13/02/2023

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Person Specification

### Post Title - Teaching Assistant - Level 1

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<p><b>Qualifications</b></p> <p>Relevant Child Care qualification (or equivalent)</p>	D	A
<p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age</p>	D	A, I
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Ability to organise classroom resources</p> <p>Good communication skills (oral and written)</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>Basic knowledge of First Aid/Paediatric First Aid</p> <p>Ability to use relevant technology (e.g. video, photocopier)</p> <p>Flexible attitude to work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Other</b></p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A, I</p> <p>R</p>
<p><b>Note: We will always consider your references before confirming a job offer in writing</b></p>		

Date created: 13/02/2023